

USCG SECTOR PUGET SOUND CHECK-IN SHEET

Name/Rank: _____ Report Date: _____

Sponsor: _____ Supervisor: _____

MEET YOUR DEPARTMENT

Initial and Date

Your Supervisor _____Your Division Chief _____Your Division Officer _____Your Department Head _____Sector Command: OFFICERS: CO or Deputy / ENLISTED: CMC: _____**TO BE COMPLETED ON YOUR FIRST DAY**

Initial and Date

Meet with your Yeoman (Bldg 4, 2ND Deck) ☐ AD Sector SPO YN2 Chargualaf-Lujan (ext. 6162) _____☐ Reserve SPO Records YN2 Villanueva (ext. 6198) _____☐ Admin Division Sector PS YN1 Granlund, YN2 Gregory, YN3 Hymes (ext.6082) _____DEERS (Bldg 1, 1st Deck, ext. 6510) DEERS Update _____SECURITY (Bldg 14, Ext.6406) Building 4 Access Vehicle Decals / Update Access for ID Card _____MEDICAL (Bldg 1, 2nd Deck, ext. 6432) ☐ Enrollment Update _____**TO BE COMPLETED WITHIN THREE WEEKS OF REPORT DATE**

Initial and Date

Division Qualified Flu Respiratory Fit Tester (ONLY INSP'S, IO'S, IMD, AND VBST) _____Mass Transit Pass (Bldg 1, 4th Deck, ext. 6419) ☐ Issue Pass _____LTJG McCaffrey (Bldg 4, 3rd Deck, ext. 6758) ☐ WQSB ☐ New U _____Command Master Chief (Bldg 4, 4th Deck, ext. 6193) _____☐ OSCM Marchinek for Active Duty ☐ BMCS Hitchcock for Reserve DutyYNC Knight (Bldg 4, 2nd Deck, ext. 6201) _____☐ Government Charge Card _____Sector Admin (Bldg 4, 2nd Deck, ext. 6765) _____☐ ENS (Emergency Notification System) _____☐ Emergency Evacuation Form _____SKC Johnson (Bldg 4, 2nd Deck, ext. 6211) _____☐ FPD Database _____☐ CDAR _____BM1 Dehaan (Bldg 3, ext. 6936) _____☐ Issue PPE _____MSTC Harvey (Bldg 4, 1st Deck, ext. 6013) _____☐ MAA In-Brief _____Locker Room Assignment _____☐ Male is MSTC Durden ☐ Female is MST3 Cude (Bldg 4, 4th Deck, ext. 6066)Division Computer System Manager _____☐ Computer Access / LSM Ais Brief _____MSTC Harvey (Bldg 4, 1st Deck, ext. 6113) _____☐ OMSEP In-brief _____OSC Quigley (Bldg 4, 3rd Deck, ext. 6005) _____☐ Sector Key Custodian _____OS1 Sharp (Bldg 4, 3rd Deck, ext. 6006) _____☐ Security Brief _____****RETURN TO YOUR SECTOR ADMIN YEOMAN UPON COMPLETION****

USCG Base Seattle

Card Swipe Access Request

Destination: Base Security Office located in building 14 near the base entrance.

Office Hours: Monday thru Friday 0730-1100 & 1200-1500

Contact Number: 206.217.6406

Applicant's rank/name: _____

Assigned unit: _____ Contact number: _____

Areas of access requested (please check from the following):

Replacement Card

- ☐ Copy existing permissions

Base Access

- ☐ Pedestrian Gate

Building 1 Administration

- ☐ Building 1 Front/Back Door
☐ Building 1 Medical Outpatient/Dental

ANT Puget Sound

- ☐ Building 10 (ANT/Armory/Sector Engineering)

VBST

- ☐ Building 3 VBST Armory
☐ Building 3 VBST

Sector Puget Sound

- ☐ Building 4 Front/Back Door (Building tenants)
☐ Building 4 Sector Compliance (4th Floor)
☐ Building 4 Sector IMD (1st Floor)
☐ Building 4 Sector Logistics (2nd Floor)

ESU Seattle

- ☐ Building 4 Front/Back Door (Building tenants)
☐ Building 3 ESU Exterior (Parts Depot Area)
☐ Building 3 ESU Full Access
☐ Building 4 ESD IRM Lab
☐ Building 4 ESD Networks Labs
☐ Building 4 ESD Supervisor Office (and Networks Labs access)
☐ Building 4 ESU Corridor
☐ Building 4 ESU ET Lab
☐ Building 4 ESU Tar Lab
☐ Building 4 ESU Science Lab
☐ Building 4 ESU Server Room (Restricted Access)
☐ Building 4 ESU Locker Room
☐ Building 4 ESU 2nd Floor Office
☐ Building 4 ESU PBX Room (Restricted Access)
☐ Building 4 ESU 4th Floor Equipment Room (Restricted Access)

Division Officer or above; or CSO's Rank/Name: _____

Assigned unit: _____ Contact number: _____

Division Officer or above; or CSO's Signature: _____ Date: _____